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Agenda

Time	Briefing/Description
0800	Sign In/Registration
0830	Welcome - Mr. Paul Parker, SES
0840	HERC Overview - Col Richard Fryer, Executive Director
0900	Opening Remarks – Maj Kenneth Rogers, SSET Chairperson
0915	Scope and Request for Proposal Discussion - Ms. Kim Drake
1000	Break
1015	Sections L & M and SOW Discussion - 1Lt Jessica Woods
1115	311th HSW Small Business Office – Ms. Mary Urey
1200	Lunch
1315	Pre-Registration for DCAA Audits – Ms. Laura Cloyd - Hall
1330	Past Performance & Electronic Submission – Ms. Laura Cloyd -Hall
1400	Closing Remarks - Maj Kenneth Rogers, SSET Chairperson
1415	Open Session for Industry Partnering

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HEAVY ENGINEERING REPAIR AND CONSTRUCTION (HERC)

Pre Solicitation Conference
Solicitation FA8903-05-R-8218

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13 June 2005

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HERC Overview

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Richard A. Fryer, Col, USAF

Executive Director

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Background

- AFCEE is Supporting a Growing Engineering Workload
  - Iraq – Air Staff Pledged AFCEE to $1.5B More for MNSTC-I
    - Extended Presence 2 More Years
    - Reaffirmed During ILE Mtg with LTG Petraeus in Mar ‘05
  - BRAC V – Realignment and Restoration Potentially Huge
  - Housing MILCON Pending After Privatization Thresh Out
  - Executing $30M of AF MILCON Now (Lackland Gym, et al)
  - Other AF Agencies projected $160M+ annually
- WERC Has Been Our Primary Tool for Construction
  - Anticipated Work Could burn existing capacity quickly
  - Still Have Sizable Env Workload: Ranges, BRAC, etc.

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Tool Characteristics

- Includes Turn-key, Design/Build and Design/Build plus, Design/Bid/Build Options
- Conceptual Work Plan/Implementation Work Plan (CWP/IWP)
  - Cornerstone for Iraq and Contingency Work
  - Potentially Useful for Some Major Renovations
- Minimum Order Consideration:
  - Average Iraq T.O. - $30M
  - NAF/AAFES Typical Range $5-15M
  - AF Average MILCON $3-10M
  - Smaller Projects Covered by Existing AFCEE Tools
- NAICS code
  - 236 (Construction of Buildings)
  - 237 (Heavy and Civil Engineering Construction)
- In Place Date for Tool: 2nd Quarter FY06

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Where It Fits

- HERC's "Fit" In the AFCEE Contract Toolbox:
  - WERC – Worldwide Env. Restoration and Construction
    - Non-Complicated Environmental Work or Construction
    - Heavy Environmental Slant; Construction Secondary
  - DB03 – Design-Build 2003 Contract
    - Focused on Light Commercial and Housing Construction
  - HERC – Heavy Engineering, Repair, and Construction
    - Focused on Heavy and General Construction
    - Focused on Large Vertical and Horizontal Construction
    - Primary Contingency vehicle
    - Hangars, Dormitories, Fitness Centers, Aprons, etc.

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Opening Remarks

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Kenneth Rogers, Maj, USAF

SSET Chairperson

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Presenters

Name	Function
Maj Kenneth Rogers	Source Selection Evaluation Team (SSET) Chairperson
Ms. Kimberly Drake	Contracting Officer
Lt Jessica Woods	Technical Team Chair
Ms. Mary Urey	Small Business Liaison
Ms. Laura Cloyd-Hall	DCAA Liaison – Acquisition Center of Excellence (ACE)

Announcements

- Registration
- Restrooms
- Breaks
- Q&A
- One on One Sessions
- HERC Website
  - http://www.afcee.brooks.af.mil/pkv/HERC/default.asp?CID=67&folder=HERC

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General Information

- Presentation Materials on HERC website/FedBizOpps
  - Attendee list will be placed on the HERC website
  - Draft RFP is posted on the HERC website/FedBizOps
- Final RFP takes precedence over any discussion/answer provided in the conference
- Tape recorders or video cameras are not allowed during the conference
  - These proceedings are being video recorded by AFCEE to facilitate proper documentation

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General Information

- Open dialogue and discussion is encouraged throughout this conference
- There will be a question and answer session after each presentation
  - Note for all questions requiring an official response, you will need to submit the question to the HERC website

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Conference Goals

- Communicate AFCEE needs
- Help AFCEE refine the RFP
- Help you submit better proposals
- Address questions or clarifications
- Provide One on One sessions

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Scope and RFP Discussion

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Ms. Kimberly Drake
Contracting Officer
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AFCEE Acquisition Strategy

- Scope
- Strategy
- Contracting Issues
  - Teaming
  - Bonding
  - Price Evaluation
  - Small Business Participation
  - RFP
- Milestones

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HERC Scope

- Primary Requirement is Heavy Construction
  - Emphasis on MILCON, Iraq, and BRAC
  - Worldwide Engineering and Construction
    - Contractors may be tasked to complete turn-key, design build, design build plus, and traditional construction efforts
    - Contractors may be tasked perform these services in remote, austere, and hostile environments
- Secondary Requirement is for Ancillary Tasks to Support Construction
  - No stand-alone design
  - No stand-alone environmental

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HERC Strategy

- Program Ceiling: $4B
  - AFCEE may adjust (upward) annually based on historic, current, and/or projected workload
  - Maximum adjustment of 250% of original program ceiling, $10B
- Full Trade-Off Source Selection Procedures
- Approximately 15-20 awards
- Approximately 0-7 set asides

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HERC Strategy

- Period of Performance
  - Ordering period: 5 years plus 3 one-year options
  - Performance completion: 3 years thereafter
- Intent to award without discussions
- Anticipated award Mar 06

Note: We are still developing the strategy, so everything is subject to change

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Number of Contracts

- Approximately 15-20 contracts to be awarded
  - Full and Open
    - Large Business and Small Business automatically evaluated
    - 8(a), HUBzone, SDVOSB must identify their intent to compete
  - Competitive set-asides
    - Up to five 8(a)
    - Considering up to one HUBzone
    - Considering up to one SDVOSB
- Offerors must identify the choice of competition, via Choice of Competition Form (ITO 3.3; Attachment L-7)
  - Full and Open
  - 8(a)
  - HUBzone, SDVOSB
- Total number of awards will be based on the quality and quantity of proposals received

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Contract Specifics

- Contract Types
  - Firm-Fixed Price (FFP)
  - Cost-Plus Fixed-Fee (CPFF)
- Indefinite-Delivery: Indefinite-Quantity (IDIQ)
  - Multiple Awards
  - Contractual Minimum Guarantee, Initial TO: $15,000
    - Considering Construction Quality Plan or Health and Safety Plan
  - Minimum TO size will be $100,000
  - Average anticipated TO sizes
    - Historical Iraq average TO size $30M-$60M
    - Estimated BRAC TO ranges from $60M-$500M
  - Maximum TO size will be $1B

Teaming

- Prime Contractors
  - Fully responsible for contract performance and submittals
  - Shall identify teaming partners
- All team members must have signed TAs/LOIs
  - Must unconditionally commit both parties to performance under this contract
  - Must be provided in Volume I, Contracting
  - Subcontractors without a TA or LOI will NOT be considered or evaluated as part of the team

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Teaming

- First Tier Subcontractors
  - Projected Performance > 20% of the work
    - Signed TA or LOI required
  - Projected Performance < 20% of the work
    - Include as a team member at the Prime's discretion
    - If included, either a TA or LOI is required
- No limitation to teaming arrangements
  - Prime can submit only one proposal and only one contract may be awarded to an Offeror as a Prime
  - Set asides can chose to compete with the same proposal in all competitions (8(a), HUBzone, SDVOSB)
- Proposals will be evaluated based on the team, not just the Prime

Bonding

- FAR 28.102-3 – Performance and Payment Bonds required for construction contracts greater than $100,000
  - 52.228-15 - Performance and Payment Bonds, Construction
- Exceptions
  - DFARS 228.102
    - Waives performance and payment bonds for cost-reimbursable contracts, but...
    - Prime must obtain from each of its construction subcontractors performance and payment bonds for construction subcontracts greater than $100,000
  - Miller Act allows CO to waive requirement for performance and payment bonds for any construction contract greater than $100,000 for work in a foreign country
    - Will be determined at TO level

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Price Evaluation

- Strategy in progress
- Sample Task
- Required Labor Categories
  - Categories not yet determined
  - FFP
    - Field - at place of performance
    - Home Office - working from home office
  - Rates proposed for current year
    - Out years will be negotiated with successful Offerors in the basic contract
- Price Reasonableness – based on competition, current market conditions, comparison to Government estimate
- Cost Realism – based compatibility with scope, consistency with technical approach, not unbalanced, are neither excessive nor insufficient

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Small Business Participation

- Subcontracting Plan
  - Required from large businesses Offerors only
  - Describes type and extent of small business participation
  - Describes how minimum subcontracting goals will be met
- Small disadvantaged business participation program – FAR 19.12
  - Required from small business Offerors
  - Identifies SDB team members
  - Describes type work
  - Describes corporate commitment

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RFP Changes

- Non-appropriated Fund (NAF) Clauses will be added
- 8(a) set asides max 5, possibly 1 HUBzone and 1 SDVOSB
- Include 6 labor categories in price proposal
- Small business goals
- Section L paragraph 1 of Executive Summary in Volume I, please state clearly one of the following: “Our company WILL work in remote, austere, and hostile environments” or “Our company WILL NOT work in remote, austere, and hostile environments.”
  - ***Failure to include this statement or unwillingness to work in remote, austere, and hostile environments will render the proposal as non-responsive***

RFP Notes

- New AFFARS changes effective 1 Oct 04
  - Source Selection Authority (SSA) establishes competitive range
  - Performance Confidence Assessment Group (PCAG) vs. Performance Risk Assessment Group (PRAG)
  - New Past Performance terminology

From:	**To:**
Exceptional/High Confidence	High Confidence.
Very Good/Significant Confidence	Significant Confidence
Satisfactory/Confidence	Satisfactory Confidence
Neutral/Unknown Confidence	Unknown Confidence
Marginal/Little Confidence	Little Confidence
Unsatisfactory/No Confidence	No Confidence

RFP Notes

- New AFFARS changes effective 1 Oct 04 (Cont'd)
  - New Mission Capability terminology
    - Blue – Exceptional -- Exceeds specified minimum performance or capability requirements in a way beneficial to the government; ***proposal must have one or more strengths and no deficiencies to receive a blue***
    - Green – Acceptable -- Meets specified minimum performance or capability requirements delineated in the Request for Proposal; ***proposal rated green must have no deficiencies but may have one or more strengths***
    - Yellow – Marginal -- Does not clearly meet some specified minimum performance or capability requirements ***delineated in the Request for Proposal, but any such uncertainty is correctable***
    - Red – Unacceptable -- Fails to meet specified minimum performance or capability requirements; ***proposal has one or more deficiencies***. Proposals with an unacceptable rating are not awardable

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Projected Milestones

Pre-Proposal School	Late Jul 05
Final RFP Release	Early Aug 05
Past Performance Due	Mid Sep 05
Proposals Due	Late Sep 05
Award Contracts	31 Mar 06

Questions

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RFP Sections L & M Statement of Work Discussion

Jessica E. Woods, 1Lt, USAF

Technical Team Chair

13 June 2005

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Technical

- RFP Notes
- Mission Capability Experience
- Statement of Work
  - Design and Construction Strategies
    - Turn-key
    - Design-Build and Design-Build +
    - Design-Bid-Build
    - Construction
      - CWP/IWP with a design
      - CWP/IWP without a design
  - Statement of Work Notes
- Sample Task

RFP Notes

- Factors
  - 1 – Mission Capability
  - 2 – Proposal Risk
  - 3 – Past Performance
  - 4 – Cost/Price

Factors 1, 2, and 3, when combined are
significantly more important than cost/price

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RFP Notes

- Mission Capability Subfactors
  - 1.1 Resources
  - 1.2 Management Approach
  - 1.3 Experience
  - 1.4 Sample Task
  - 1.5 Small Business Participation

1.1, 1.2, and 1.3 are equally important
1.4 is less important than each of the a
1.5 is less important than 1.4

- Proposal Risk Subfactors
  - 2.1 Resources
  - 2.2 Management Approach
  - 2.3 Experience
  - 2.4 Sample Task
  - 2.5 Small Business Participation

2.1, 2.2, and 2.3 are equally important
2.4 is less important than each of the a
2.5 is less important than 2.4

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RFP Notes

- Minimum TO size will be $100,000
  - Accommodates Plus portion of DB+ for CD services
  - Flexibility for low-end MILCON
  - Anticipate TOs will be much larger
- Team Experience (Not Past Performance)
  - Best projects from the Team IAW SOW requirements
  - Contingency Experience
- Bonding
  - $50M per project
  - $100M aggregate

RFP Notes

- Licensed/Registered Professionals (PEs/RAs)
  - Key Personnel
    - One required for scope of work
  - Turn-key/Design-Build
    - Ktr will be Architect-Engineer of Record
    - Local laws, rules, regulations apply
- Work Breakdown Structure
  - Consistent with CSI Master Format 2004
  - Requirement for dictionary in L024 will be removed

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Mission Capability Experience

- Section L, 4.6(a) Team Experience (Total of 5 projects)
  - One project >$1M but <$5M
  - One project >$5M but <$20M
  - Two projects >$20M
  - One project in foreign country >$20M
- One of the five must be from the Prime
- Document Team Experience using format in Attach L-8
- Desirables
  - High customer satisfaction
  - Team and key personnel with DoD construction experience in foreign countries
  - Team and key personnel with experience in remote, austere, or hostile environments
  - Successful projects >$40M

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Mission Capability Experience

- Section L, 4.6(b) Concurrent, geographically dispersed
  - Provide 15 projects from the Team
    - Five of the 15 projects must be from the Prime
  - Document Concurrent, Geographically Dispersed Projects using format in Attach L-8
  - Desirables
    - Many continents, Europe, Pacific Rim, Southwest Asia
    - Each CONUS time zone
    - Variety of relevant projects and $ values
    - Wide geographic dispersion

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Statement of Work

- Design and Construction Strategies
  - Turn-key
  - Design-Build &Design-Build +
  - Design-Bid-Build
  - Construction
    - CWP/IWP with a Design
    - CWP/IWP without a Design
- Statement of Work Notes

Turn-key

- Turn-key Authority
  - USC Title 10 Section 2862: One-step turn-key may be used to perform both the design and construction of a facility using performance specifications
  - Shall be used for authorized military construction projects only, which include regular MILCON, UMMC, MFH, and BRAC
  - HERC contractor will serve as both the Architect of Record as well as the Contractor of Record
- Contract Type
  - Firm Fixed Price only
- Project Locations
  - CONUS and OCONUS

Design-Build & Design-Build +

- Design-Build Authority
  - USC Title 10 Section 2305: Design-build may be used to perform the design and construction of a public building, facility, or work
  - D-B can be used for authorized military construction projects such as MILCON, UMMC, MFH, and BRAC. In addition to these types of projects, D-B can also be used for projects outside of authorized military construction such as, but not limited to, AAFES, AFSVA, DESC, etc
  - The HERC contractor will serve as both the Architect of Record as well as the Contractor of Record
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

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Design-Bid-Build

- Design-Bid-Build
  - Under this type of effort, a complete design and set of specifications shall be provided to the Contractor for construction
  - The HERC contractor will serve as the Contractor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

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Construction CWP/IWP with a Design

- Construction with a Design
  - For TOs where designs are provided to the HERC contractor, via full designs/specifications, Military Handbooks, Military Design Guides, or other design documents, AFCEE may choose to streamline construction by using a Conceptual Work Plan & Implementation Work Plan (CWP/IWP)
  - Typically, CWP/IWP will be used for OCONUS projects but can be used CONUS in cases where designs are provided by the Government
  - Under this type of effort, the HERC contractor will be the Constructor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - CONUS MILCON TOs must have approval from DUSDIE
    - All other CONUS TOs must have approval from AFCEE/AC
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

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Construction CWP/IWP without a Design

- Construction without a Design
  - For TOs that do not require full-scale, signed/sealed designs, as determined by existing rules, regulations, instructions, AFCEE, and/or facility engineers, AFCEE may choose to streamline construction by using CWP/IWP
  - This approach may be used for projects in contingency environments, repair/renovations, site adaptations, and OCONUS
  - Typically, CWP/IWP will be used for OCONUS projects but can be used CONUS for repair/renovations and site adaptations
  - Under this type of effort, the HERC contractor will be the Constructor of Record only
- Contract Type
  - Cost Plus Fixed Fee
    - All CONUS TOs must have approval from AFCEE/AC
  - Firm Fixed Price
- Project Locations
  - CONUS and OCONUS

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Statement of Work Notes

- No stand-alone environmental projects
- Reference to AFCEE GCD has been removed
- Hostile environment security
  - This section has been revised in the current SOW
  - Government does not supply weapons, ammunition, body armor, etc.
- Generally will not be used for SRM
- CWP/IWP
  - Contents defined at TO level

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Statement of Work Notes

- Ktr will provide project websites
- Emergency response
  - Not Air Force Contingency Acquisition Program (AFCAP)
- UXO capability required
  - Paragraph 4.10.4 in current SOW
- DoD MILCON Directive, 12 Feb 2005
  - Cost plus contracts in CONUS must be approved by DUSDIE

Sample Task

- Concept Design
  - Site Plan – building, associated parking, and site utilities
  - Floor Plan
  - Elevations
  - Mechanical (HVAC)
  - Plumbing
  - Electrical – one line diagram only
- Construction Work Plan
  - Schedule
  - Construction cost estimate
  - Performance characteristics

Questions

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311th Human Systems Wing
Small Business Office

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Ms. Mary S. Urey,
Director
Small Business Office

13 June 2005

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Small Business

- Small Business Office – What We Do
- Small Business Office – Our Customers
- Teaming, Affiliation, and Limitations on Subcontracting
- Marketing
- Websites
- Small Business Office – POC Information

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Small Business Office (SBO)

- Reports directly to 311th HSW/CC
- Advises/assists acquisition personnel on matters which affect small businesses
- Provides support to small businesses
- Liaison with large businesses
- Maintains an outreach program
- Develops and conducts education/training sessions
- Manages Air Force Mentor-Protégé program
- Industry sounding board

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SBO Customers

- Brooks City-Base acquisition community
- Local business community
- Small and large businesses nationwide
- HBCU/MIs
- Small Business Administration
- Congressional delegations
- DOD/AF/MAJCOM small business and acquisition leadership

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FAR Discussion Teaming

- FAR 9.603: "The Government will recognize the integrity and validity of contractor team arrangements; provided the arrangements are identified and company relationships are fully disclosed in an offer…"

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Types of Teams

- Prime/Subcontractor
  - Prime is responsible for contract performance
  - Privity of contract between Government and Prime
  - Team identified in proposal
    - Mentors and Protégés not automatically considered a Team
      - DOD and AF Mentor-Protégé Agreement
      - http://www.selltoairforce.org
- Joint Ventures

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FAR Discussion Joint Ventures

- FAR 19.101 defines a Joint Venture as an association of persons or concerns…concerting to engage in and carry out a single specific business venture for joint profit, for which purpose they combine their efforts, property, money, skill, or knowledge, but not on a continuing or permanent basis

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Joint Ventures

- Contract in Joint Venture's name
- Contract performance responsibility lies with Joint Venture
- Agreement must include sharing profits/losses proportionate to each party's contributions to business operation
- Certain exclusions for joint venture between SBA approved Mentor-Protégé relationships (13 CFR 121.103)

Why Team?

- Enables firms to complement each other's capabilities
- Enables firms to offer the best combination of performance, cost, and delivery
- Enables SBs to effectively compete for larger scale requirements

Affiliation

- Affiliation deals with business relationships a SB may have with other firms and how those relationships affect the size status of the SB
  - Prime-sub relationship that is not at arms length
  - Formal Joint Venture
  - Business relationship outside particular contract that may cause affiliation
- Prime-subcontractor relationship is not synonymous with affiliation – i.e. there can be non-affiliated subcontractors

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Limitations on Subcontracting

- Percentages outlined in FAR 52.219-14
  - Varies for Services, Supplies, General Construction, and Special Trades
  - If Offeror is exempt from affiliation (i.e. bundled, exceed thresholds, SBA MP Joint Venture) and qualifies as a SB, performance of work requirements apply to the cooperative effort of the team or Joint Venture

Two Issues

- Affiliation and Limitation of Subcontracting are separate issues
  - Affiliation deals with how business relationships can affect the size standing of a SB (13 CFR 121.103)
  - Limitations on Subcontracting deals with how much work a SB can subcontract (FAR 52.219-14)
- Both issues apply only if a contractor must be small to be eligible for award

Affiliation Rules

- Normal Rule: Affiliated business concerns' receipts are added to determine eligibility under size standards
- New Rule: SBA excludes joint ventures/teaming arrangements in certain circumstances
  - Size Standard is applied to individual concerns rather than to the combined assets of the team/joint venture

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Affiliation Rules (Continued)

Affiliations – Non 8(a)

- Exclusion applies to bundled acquisitions

  OR

- For non-bundled acquisitions
  - Where contract value (including options) exceeds ½ the applicable revenue-based size standard

    OR

  - Where contract value (including options) exceeds $10M for employee-based size standard

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Affiliation Rules (Continued)

Affiliations – Non 8(a)

- Normal affiliation rules apply to both sole source 8(a) and to competitive 8(a) “under” the thresholds shown in previous slide
- If over thresholds, a joint venture of at least one 8(a) and one or more other concerns may submit an offer under a competitive 8(a) procurement

IF…

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Affiliation Rules (Continued)

- Each concern is small
- At least one 8(a) participant to the joint venture is less that ½ the NAICS size standard
- 8(a) is managing venturer
- Employee of 8(a) managing venturer is project manager of contract
- 51% of joint venture profits go to 8(a) member(s)
- Approved by Small Business Administration (SBA)

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Other Affiliation "Exceptions"

- SBA Mentor-Protégé Program (13 CFR 124.520)
  - Designated to provide technical/management assistance, financial assistance, subcontract support, contract performance assistance through Joint Ventures
  - Mentor may be large or small
  - Protégé must be 8(a) in development stage, or never have received 8(a) contract, or less than ½ size standard or primary NAICS code
  - MP Agreement will not be approved if used as just a mechanism to enable non-8(a) to receive 8(a) contracts

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Other Affiliation "Exceptions" (Continued)

- SBA Mentor-Protégé Program (13 CFR 124.520) (Continued)
  - For any procurement
    - 8(a) firm is exempt from affiliation rules when it joint ventures as a protégé with a mentor firm (large or small) under the program (13 CFR 121.103)
    - SBA must approve Joint Venture agreement
    - 8(a) must be small under NAICS code
    - Must meet limitations on total sole source dollars (monitored by SBA and firm)

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Other Affiliation "Exceptions" (Continued)

- Indian Tribes, Alaskan Regional or Village Corporations (ANC), Native Hawaiian Organizations (NHO)
  - Business concerns owned by these groups are not considered affiliates of such entities, or with other concerns owned by these entities solely because of their common ownership (13 CFR 121.103)
  - Many of these business concerns are qualified as 8(a) firms

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Selecting Teaming Partners

- Compatible contractors
- Assess team chemistry
  - Management styles, corporate cultures, strategic visions
- Assess team member capabilities
  - Business, financial, other resources
- Assess team member past performance
- Assess legal constraints
  - OCI issues, debarments/suspensions, qualification requirements

- All must understand terms & conditions of agreement

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Things to Keep in Mind

- Access to internet is imperative
- Look at establishing strategic relationships to include Mentor – Protégé
- Look for better ways of doing the job
- Be innovative
- Once you have the contract, understand it
- Be responsive, flexible, proactive
- Administrative contractual requirements are just as important as contract performance
- Develop working relationship with your customer
- PERFORM, PERFORM, PERFORM
- Do not hesitate to ask questions

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Subcontracting Goals

Small Business	30%
Small Disadvantage	5%
Woman Owned	5%
HUBzone	3%
Veteran Owned	3%
Service Disabled Veteran Owned	3%
HBCU/MI	5%

- Goals expressed as % of CONUS subcontracting dollars
- Minimum, Government specified goals
- Goals based on market research
- Addressed in Sections L & M
- SDB Participation evaluated

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Important Websites

- Brooks City-Base www.brookscity-base.com
- Brooks City-Base SB Office www.brooks-smallbusiness.com
- AFCEE Business Opportunities
  www.afcee.brooks.af.mil/pkv/business.com
- Central Contractor Registration www.ccr.gov
- AF Mentor-Protégé Program www.selltoairforce.org
- Air Force Outreach Program Office www.selltoairforce.org
- FedBizOpps www.fedbizopps.org
- USAF Interactive Electronic Mail www.selltoairforce.org
- FAR on-line www.arnet.gov.far
- Procurement Tech Asst Center www.sellingtothegovernment.net

- Access most all of these through www.brooks.af.mil Business Opportunities

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311 HSW SB and SBA Points of Contact

Small Business Office:

Mary Urey, 210-536-4348 mary.urey@brooks.af.mil

Fred Lagunas, 210-536-4347 fred.lagunas@brooks.af.mil

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Benny Leal, 210-536-1288 benny.leal@brooks.af.mil

SBA PCR:

Ann Montes, 210-536-5131 ann.montes@brooks.af.mil

Questions

Headquarters U.S. Air Force

Integrity - Service - Excellence

Registration for Pre-Award Audits

Ms. Laura Cloyd-Hall

Acquisition Center of Excellence

U.S. AIR FORCE

13 June 2005

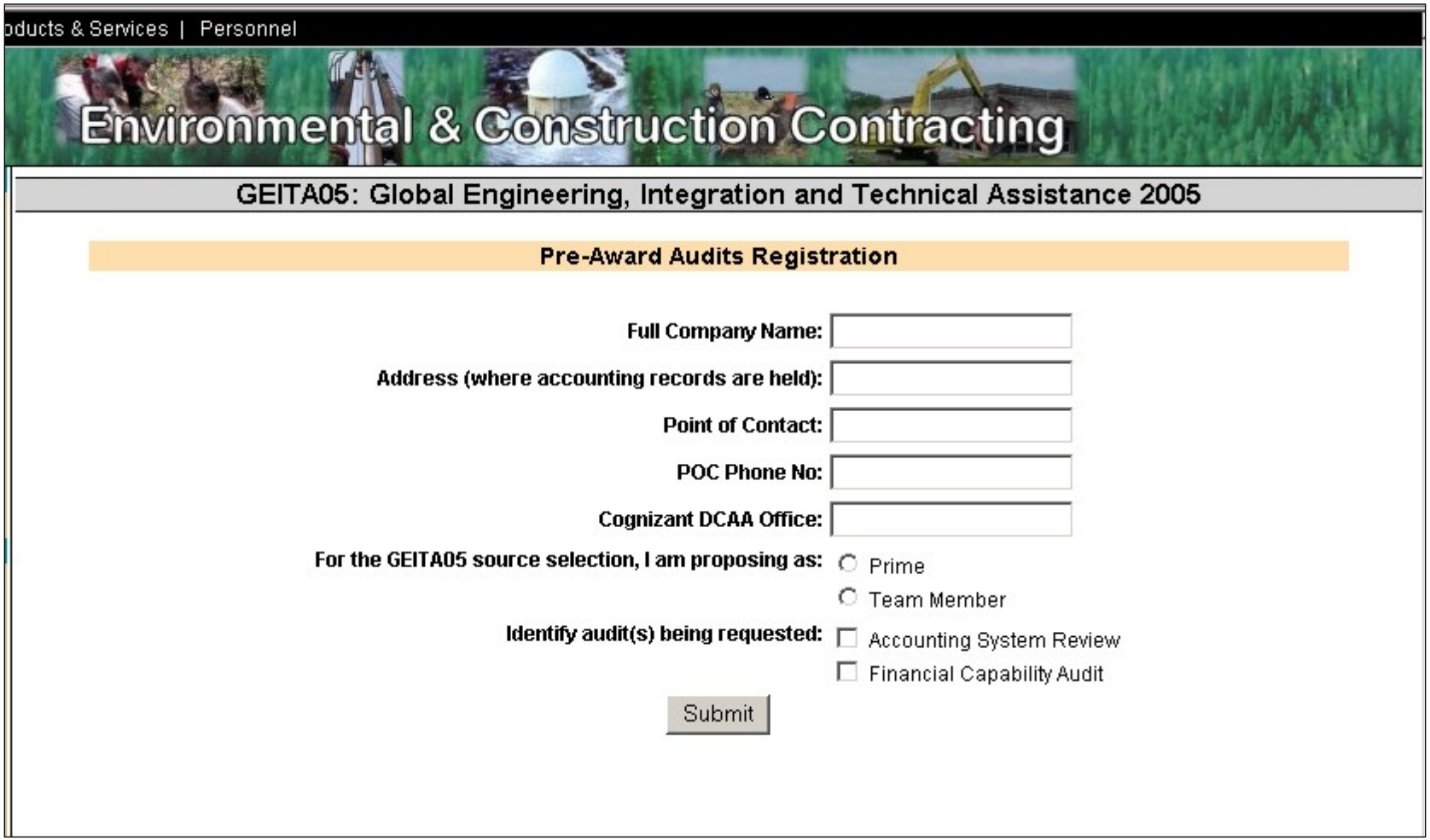
U.S. AIR FORCE

Registration for Pre-Award Audits

- Register on-line
- Expedites evaluation process
- Info needed to register
  - Company's full name
  - Address where accounting records held
  - POC and phone number
  - Cognizant DCAA office
  - Whether proposing as prime or team member
- Who needs to register

U.S. AIR FORCE

Example – Website Registration



Questions

Headquarters U.S. Air Force

Integrity - Service - Excellence

Past Performance

U.S. AIR FORCE

Ms. Laura Cloyd-Hall

Acquisition Center of Excellence

13 June 2005

U.S. AIR FORCE

Past Performance

- Past Performance Due Dates
  - Past Performance information due 15 calendar days prior to proposal due date
  - Completed Past Performance Questionnaires due by proposal due date

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Past Performance

- Section L, Paragraph 6.3.1 Narrative – you have 10 pages to describe the following:
  - Past Performance Summary
    - Describe the role of the prime and each Teaming Partner that will potentially perform on the HERC contract
    - Used to determine relevancy of projects submitted
  - Relevance to MC Subfactors
    - Discuss how the projects submitted demonstrate ability to meet MC subfactors – this should include details for each project submitted
  - Organizational Structure Change History
    - Include a “roadmap” describing changes in the organization of your company as it applies to the past performance information submitted
    - Should also be general enough to apply to efforts on which the Government receives information from other sources

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Past Performance

- Section L, Paragraph 6.3.2 Present/Past Performance Documents
  - Past Performance Information (PPI) Forms (web-based)
    - Submit PPIs on contracts you consider most relevant
    - Submit 10 PPIs identifying active or completed contracts for each team
    - Submit at least two projects for the Prime and one project for each team member expected to perform 20% or more of the HERC effort
    - Submit *ONE* PPI Summary Sheet per team
  - Past Performance Questionnaires (PPQ)
    - Offeror will be able to log in to the PPI Form website to check on the number of questionnaires submitted to AFCEE

U.S. AIR FORCE

Past Performance

- Section L, Paragraph 6.4 Consent Letters
  - Each teaming partner shall execute Consent Letters
  - The letters shall authorize release of adverse past performance information so the Offeror can respond to such information
- Section L, Paragraph 6.5 Client Authorization Letters
  - Each Offeror & teaming partner shall execute Client Authorization Letters for commercial customers
  - The letters shall authorize release of requested information on the Offeror's performance to the Government

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Past Performance

- Section M, Paragraph 5, Factor 3 Past Performance
  - Performance Confidence Assessment represents the evaluation of an Offeror's present and past work record to assess the Government's confidence in the Offeror's probability of successfully performing as proposed.
  - Each Offeror will receive an integrated PCA
  - Evaluation will focus on performance which is relevant to Mission Capability factors and subfactors.
  - Consideration will be given to the effort, or portion of the effort, being proposed by the team member whose contract is being reviewed and evaluated.

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Past Performance

- Section M, Factor 3 Past Performance (cont)
  - The PCAG will obtain additional past performance data, if available, from other sources.
  - When relevant performance record indicates performance problems, the Government will consider the number and severity of the problems and the appropriateness and effectiveness of any corrective actions taken.
  - The assessment will evaluate compliance with FAR 52.219-8, Utilization of Small Business Concerns and FAR 52.219-9, Small Business Subcontracting Plan.
  - Offerors without a record of relevant past performance or for whom information on past performance is not available will not be evaluated favorably or unfavorably on past performance and, as a result, will receive an "Unknown Confidence" rating for the Past Performance factor.

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Past Performance

- Section M, Paragraph 2.3 Factor 3 Past Performance (cont)
  - Three things are considered
    - Recency – must have concluded no more than 3 years prior to date of solicitation
    - Relevance – determined based upon PPI, other sources
    - Performance – determined based upon PPQ responses, interviews, other sources
  - Performance Confidence Assessment (PCA)
    - Although the past performance evaluation focuses on performance that is relevant to the Mission Capability Subfactors, the resulting PCA is made at the factor level and represents an overall evaluation of contractor performance (recency, relevance, and performance)

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Example Past Performance Information Form Website

GEITA05 Past Performance Information Form

Welcome to the GEITA05 Past Performance Information Form website!

This site will take you through each section of the Past Performance Information (PPI) Form and serve as the primary repository for all past performance data submitted in support of your GEITA05 proposal. It is strongly recommended you review Attachment L-5 found in the Request for Proposals. It is a hard copy of this online PPI Form and will ensure you have all pertinent information at hand in order to complete your online PPI Form(s) in a timely manner.

Team

Only one past performance POC per ~~company~~ will be given access to this website. **It is important that you email afcee.geita05@brooks.af.mil the name and email address of that individual**. This past performance POC is the only individual in your firm that will be able to input, edit and submit the PPI Form(s) required. The past performance POC may edit all information necessary by using this website and process up until 3:30 p.m. CST on 21 Nov 03 when proposals are due. Should you encounter any problems or have any questions, please contact Angelica Armenta via email at afcee.geita05@brooks.af.mil or by phone at (210) 536-3037.

Login

Email Address

Submit

How to use this system

You MUST be the designated past performance POC for your company AND be able to access your email account.

1. Submit your email address.
2. Within a minute or two you should receive a PIN number emailed to the address you submitted.
3. Use this PIN number to complete your login.
4. After submitting your PIN, you will be directed to the PPI Form menu where you can begin inputting all data required.

NOTE: To login and complete the online PPI Form(s), the past performance POC must have access to their email account.

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Example Email Message to POC After Registration

Thank you for your continued interest in the GEITA05 source selection!

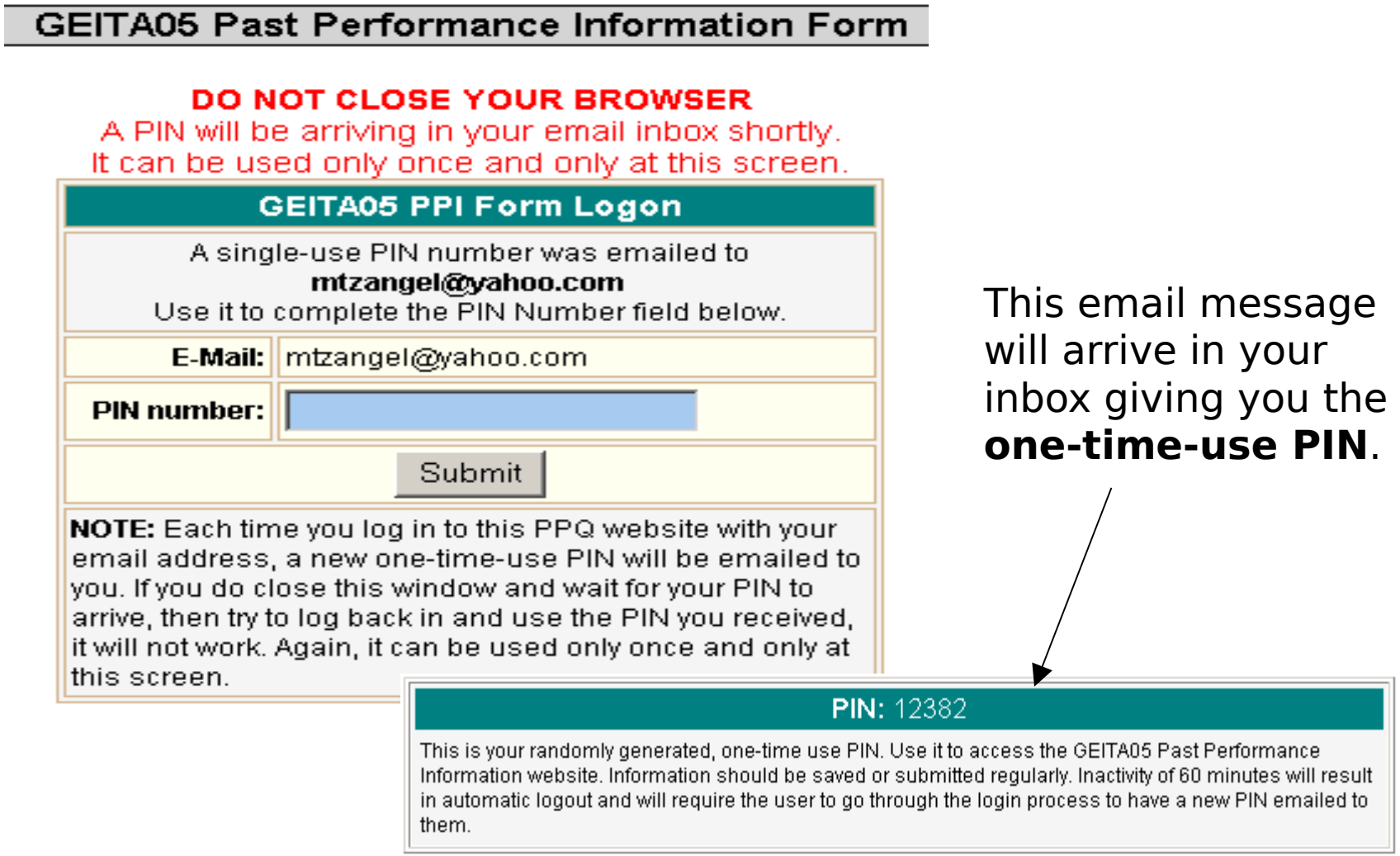
The Air Force Center for Environmental Excellence is initiating a new online past performance submission process. All present/past performance information to be considered in this source selection must be submitted by accessing the AFCEE link below no later than the RFP due date of 15 Oct 03.

http://www.afcee.brooks.af.mil/pkw/GEITA05/_pastperf/login.asp

This email address - mtzangel@yahoo.com - will be your login. THIS IS THE ONLY EMAIL ADDRESS FOR YOUR TEAM THAT WILL BE ALLOWED ACCESS TO THE PAST PERFORMANCE WEBSITE. A randomly generated, one-time use PIN will be emailed to this address upon login, so you must be able to access your account. Everytime you enter the system, a new PIN will be emailed to you.

Should you encounter any problems, it is your responsibility to notify the source selection team by sending an email to afcee.GEITA05@brooks.af.mil.

Example - Secure Login


GEITA05 Past Performance Information Form
DO NOT CLOSE YOUR BROWSER
A PIN will be arriving in your email inbox shortly.
It can be used only once and only at this screen.
GEITA05 PPI Form Logon
A single-use PIN number was emailed to
mtzangel@yahoo.com
Use it to complete the PIN Number field below.
E-Mail:
mtzangel@yahoo.com
PIN number:
Submit
NOTE: Each time you log in to this PPQ website with your email address, a new one-time-use PIN will be emailed to you. If you do close this window and wait for your PIN to arrive, then try to log back in and use the PIN you received, it will not work. Again, it can be used only once and only at this screen.
PIN: 12382
This is your randomly generated, one-time use PIN. Use it to access the GEITA05 Past Performance Information website. Information should be saved or submitted regularly. Inactivity of 60 minutes will result in automatic logout and will require the user to go through the login process to have a new PIN emailed to them.

This email message will arrive in your inbox giving you the **one-time-use PIN**.

Example - Offeror's View of Contracts Submitted

U.S. AIR FORCE

GEITA05 Past Performance Information Form

Logout

Contract List

Select the PPI Form you wish to view, edit or create new.

Create New Contract

	Contract No./Title	Submitted?	Delete Option	Evaluations Complete
1	4444552525 Project S	Yes	Already submitted	0 out of 1
2	789-646464-4444 Project X	No	Delete	0 out of 0

PPQ tracking feature available to Offerors

U.S. AIR FORCE

Example - Past Performance Project Menu

GEITA05 Past Performance Information Form

Logout

PPI Form Menu

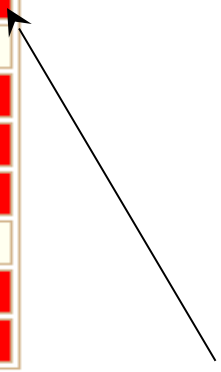
Please click on and complete each section listed below. Red backgrounds in status columns are for items missing information. Some will need little or no information depending on the circumstances surrounding this contract.

Note: Information will not be officially submitted to AFCEE until you click a 'Submit' link that will appear once all required information has been entered.

Contract Title: Project X

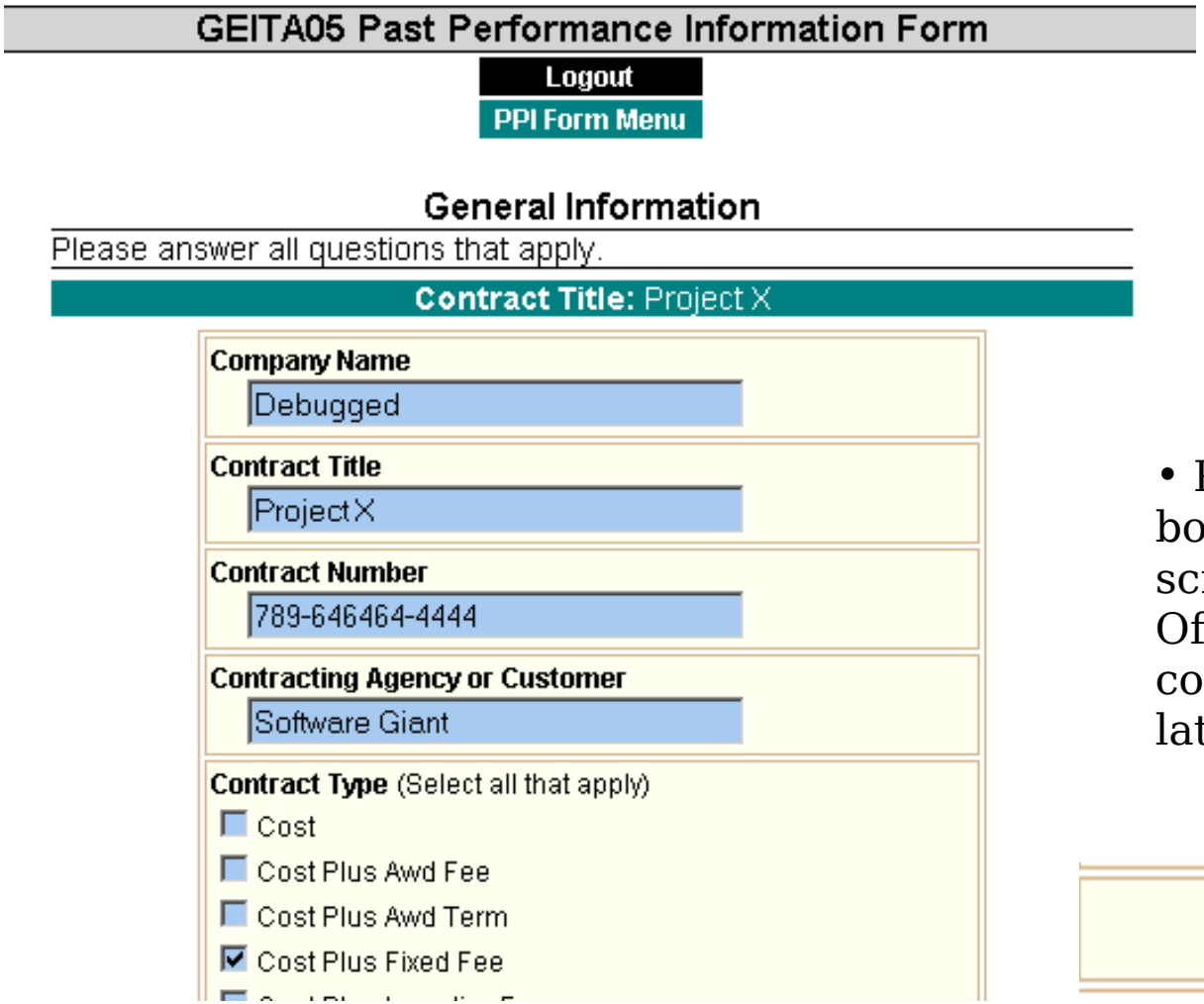
View All Data

Information Screen	Status
General Information	Pending
Place of Performance	0 States, 0 Continents
Multiple Work Locations	0 States, 0 Continents
Services	Pending
Teaming Partners	0 entered
References	0 entered
Relevant Personnel	0 entered
Description of service	Pending
Rationale for Effort Relevance	Pending



- Fields highlighted in red are mandatory. The submit button will not appear until all mandatory fields are completed.

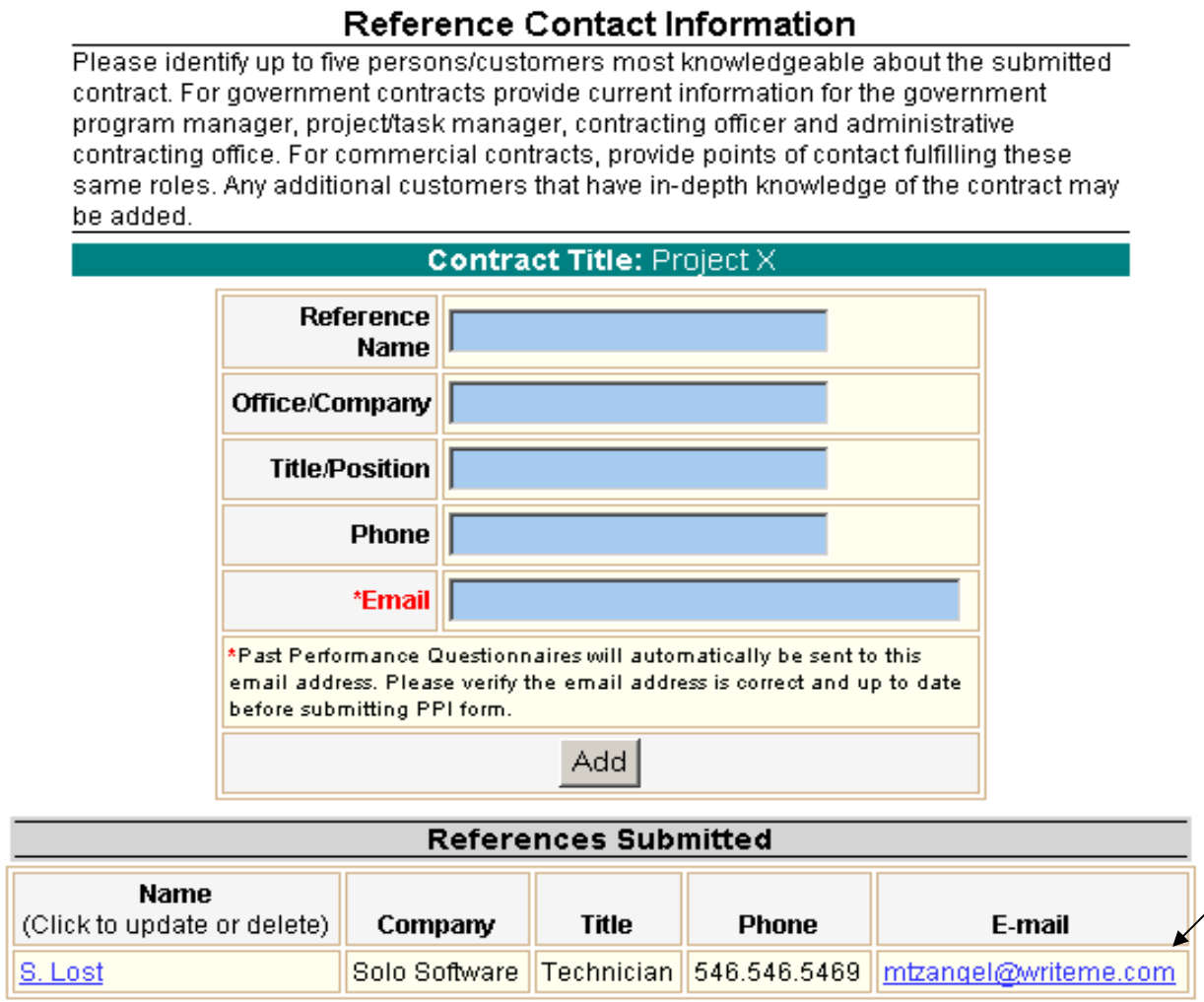
Sample Section of the PPI Form



- Provided at the bottom of each screen, so that Offeror may complete form at a later date.

Sample Section of the PPI Form

U.S. AIR FORCE



Reference Contact Information

Please identify up to five persons/customers most knowledgeable about the submitted contract. For government contracts provide current information for the government program manager, project/task manager, contracting officer and administrative contracting office. For commercial contracts, provide points of contact fulfilling these same roles. Any additional customers that have in-depth knowledge of the contract may be added.

Contract Title: Project X

Reference Name	
Office/Company	
Title/Position	
Phone	
*Email	

*Past Performance Questionnaires will automatically be sent to this email address. Please verify the email address is correct and up to date before submitting PPI form.

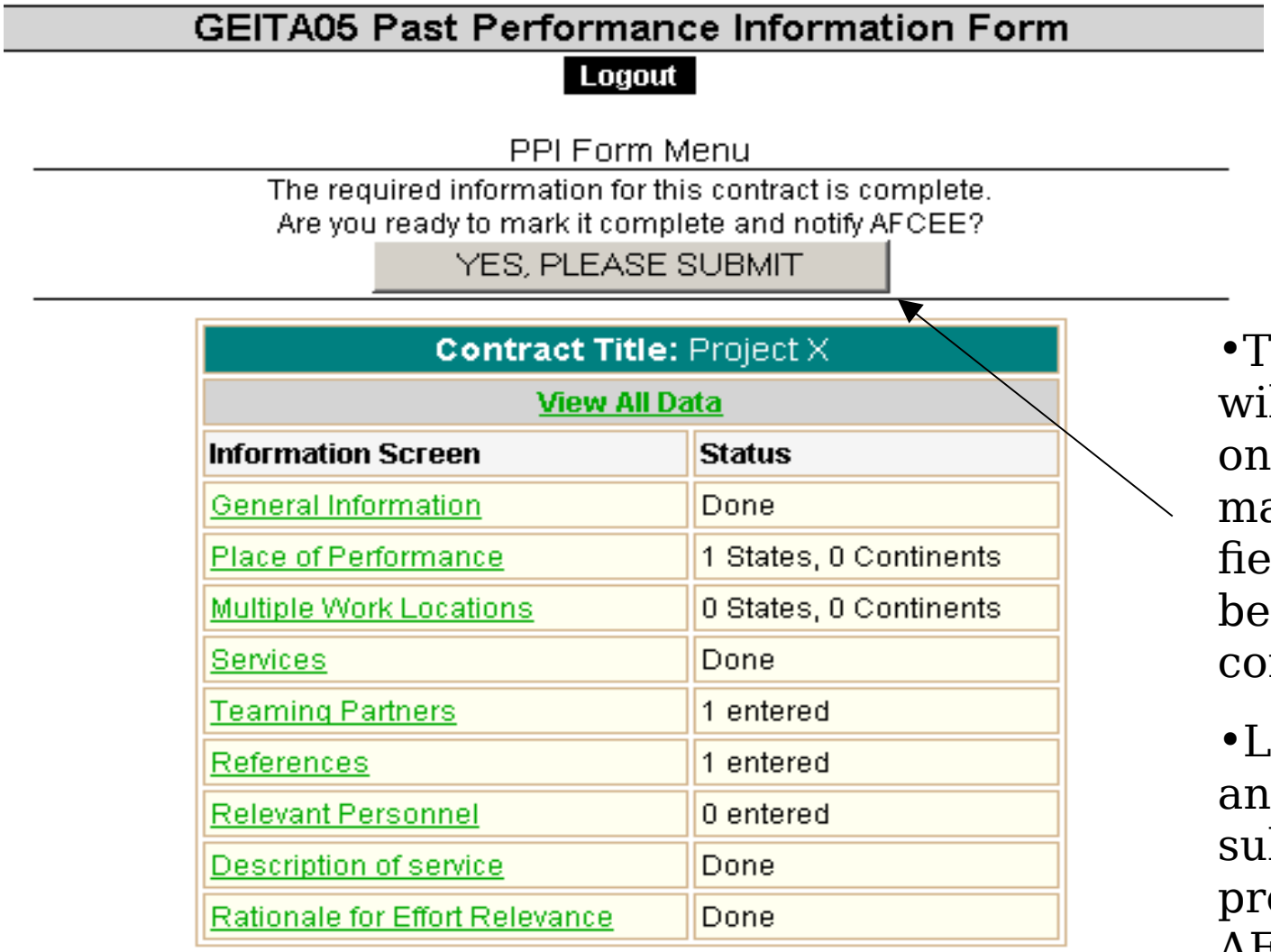
Add

References Submitted

Name (Click to update or delete)	Company	Title	Phone	E-mail
S. Lost	Solo Software	Technician	546.546.5469	mtzangel@writeme.com

- Upon submission of PPI form, the system automatically generates and sends an email to the references identified, requesting completion of questionnaire.

Example - PPI Form Complete



- This button will appear only after all mandatory fields have been completed.
- Locks in data and officially submits project to AFCEE for evaluation.

Sample Teaming Partner Grid

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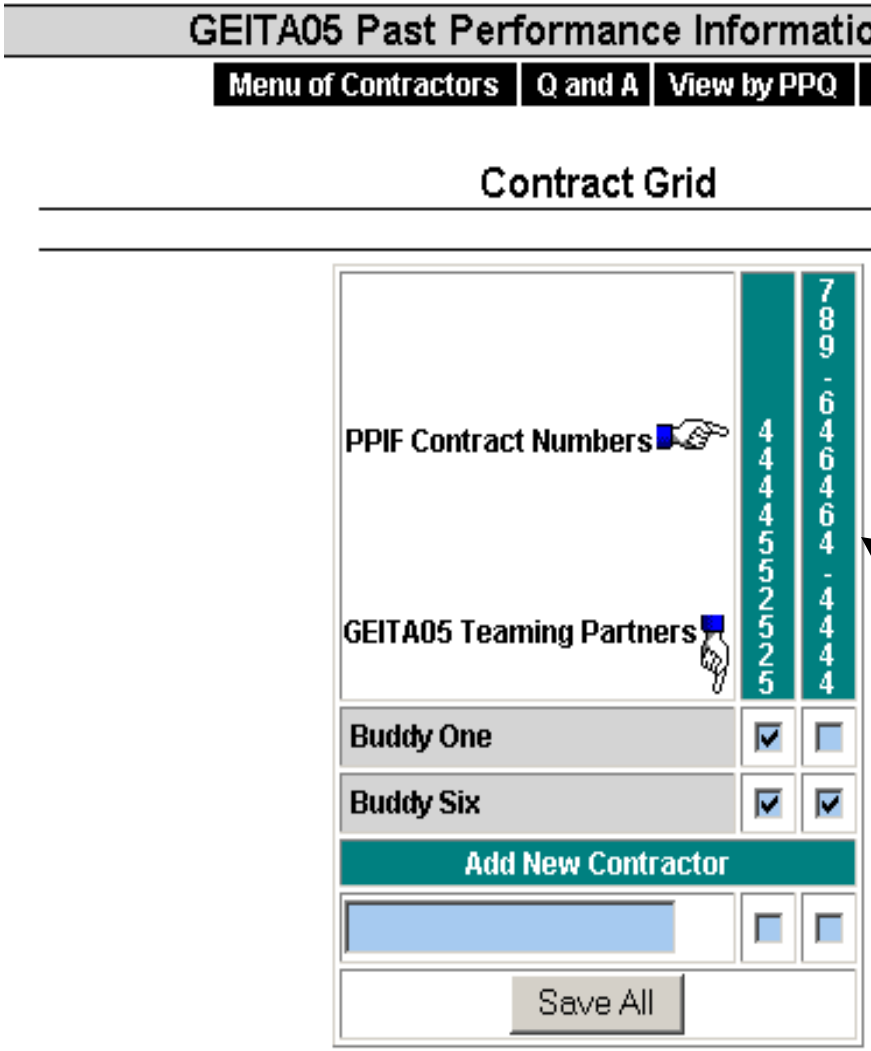

System automatically populates the contract number fields. Grabs data from PPI Forms submitted.

Example - Memo Sent to Reference via Email

U.S. AIR FORCE

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CENTER
FOR ENVIRONMENTAL EXCELLENCE
BROOKS CITY-BASE TEXAS

Tuesday, May 04, 2004

311 HSW/PKVAB
3300 SIDNEY BROOKS
BROOKS CITY-BASE, TX 78235-5112

Dear S. Lost:

The Headquarters Air Force Center for Environmental Excellence and the 311th Human Systems Wing Directorate of Contracting of the Air Force Materiel Command is in the process of selecting contractors for award under the Environmental, Construction and Operations & Services contract. In general terms, this contract will be a focal point for acquiring a wide range of construction and environmental operations and services for federal customers worldwide. The length of this contract will be a minimum of 5 years. The Government wants to be confident that the contractors selected will be able to successfully accomplish our requirements.

One of the ways the Government intends to evaluate each Offeror is through the verification of the Offeror's past and present performance on other contracts. For this, we must depend on information received from agencies such as yours, which have h

Questionnaire Link: http://www.afcee.brooks.af.mil/pkv/GEITA05/_pastperf/ppq/login.asp

Link to PPQ website provided at bottom of memo.

Example - Reference's Past Performance Questionnaire Website

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GEITA05 Past Performance Questionnaire

Welcome to the GEITA05 Past Performance Questionnaire website!

This new online past performance submission system has been designed to streamline the PPQ submission process, making submission of PPQs more efficient, less time consuming, and easier than ever. There are four parts to this questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

Part 1 - You will be asked to verify the general information pertaining to your contract, already submitted by the Offeror. A comment box has been provided should you find any errors in the information submitted.

Part 2 - You will be asked to rate the contractor on several statements and provide rationale for your rating.

Part 3 - Contains additional information requested regarding the performance on your contract.

Part 4 - Provides an opportunity for you to identify any other aspects of the contract you feel may be important to the governments evaluation.

Should you encounter any problems accessing the site, please contact Angelica Armenta at afcee.geita05@brooks.af.mil or by phone at (210) 536-3037.

Again, thank you for your time and valuable input!

Login

Email Address

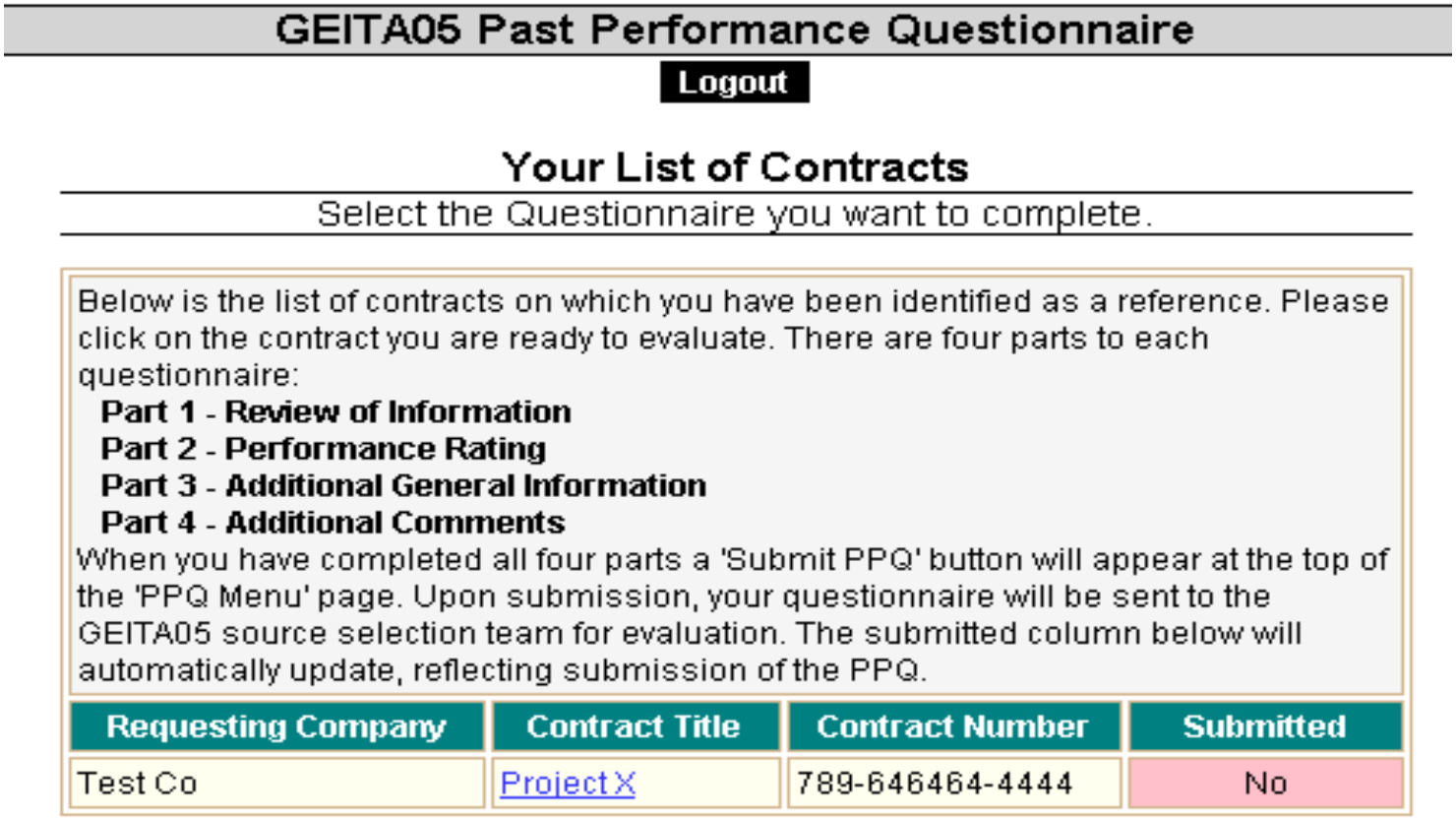
Submit

How to use this system

To logon you must have access to your email account.

1. Submit your email address.
2. Within a minute or two you should receive a PIN number emailed to the address you submitted.
3. Use this PIN number to complete your login.
4. After submitting your PIN, you will be directed to the PPQ site where you can begin inputting all data required.

Sample Reference's List of Questionnaires



GEITA05 Past Performance Questionnaire

Logout

Your List of Contracts

Select the Questionnaire you want to complete.

Below is the list of contracts on which you have been identified as a reference. Please click on the contract you are ready to evaluate. There are four parts to each questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

When you have completed all four parts a 'Submit PPQ' button will appear at the top of the 'PPQ Menu' page. Upon submission, your questionnaire will be sent to the GEITA05 source selection team for evaluation. The submitted column below will automatically update, reflecting submission of the PPQ.

Requesting Company	Contract Title	Contract Number	Submitted
Test Co	Project X	789-646464-4444	No

- Lists all questionnaires reference was asked to fill out, even if coming from multiple Offerors.
- Identifies company requesting questionnaire.

Sample - Questionnaire Menu

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GEITA05 Past Performance Questionnaire

Contract List | Logout

PPQ Menu

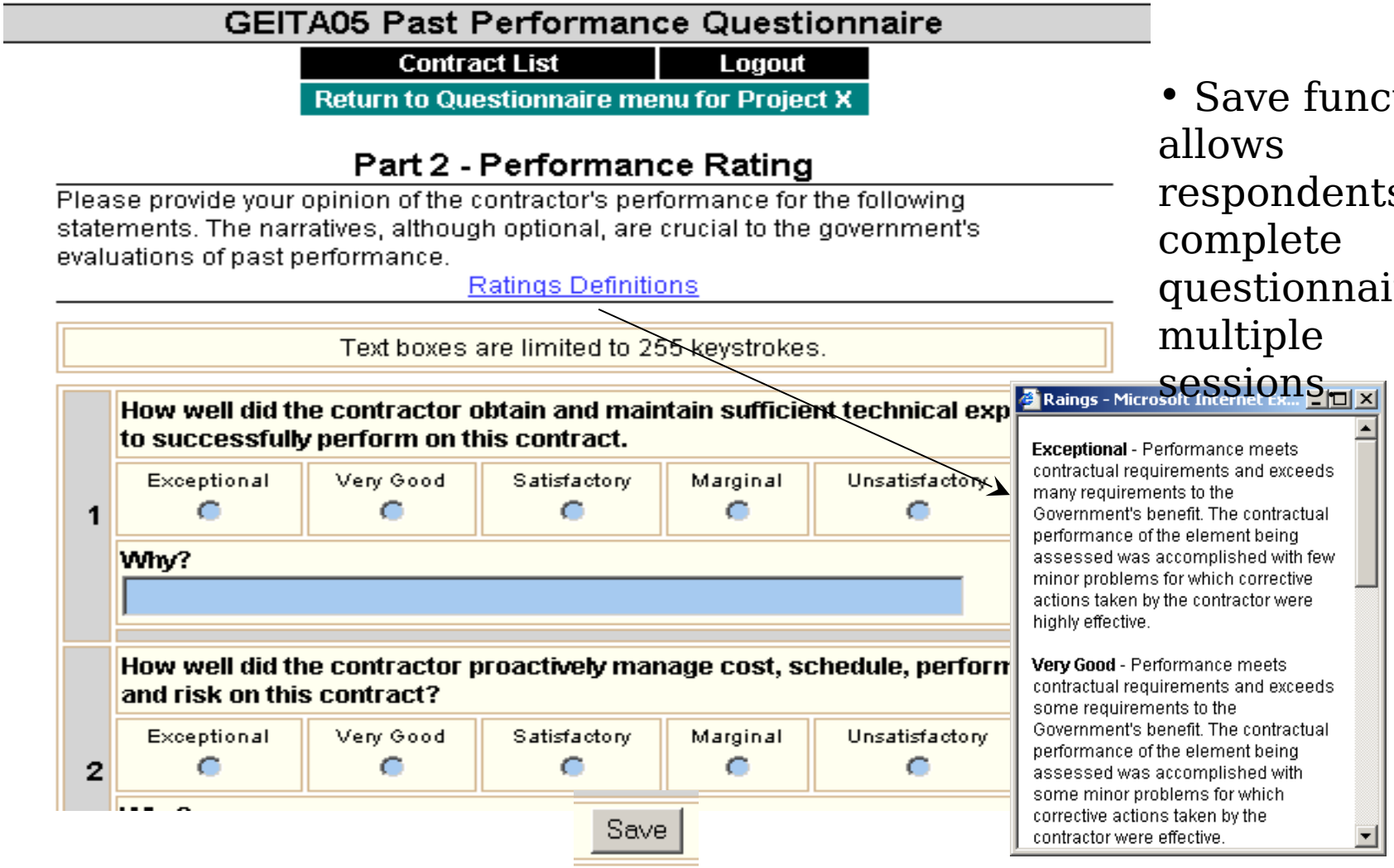
Please click on and complete each section listed below. Red backgrounds in status column indicate missing information for this part of the questionnaire.

Note: Information will not be officially submitted to AFCEE until you click a 'Submit' link that will appear when all red backgrounds are gone.

Contract Title: Project X	
View All Data in printable format	
Questionnaire Screen	**Status**
Part 1 - Review of Information	Optional
Part 2 - Performance Rating	Required
Part 3 - Additional General Information	Required
Part 4 - Additional Comments	Optional

Fields highlighted in red are mandatory. The submit button will not appear until all mandatory fields are completed.

Sample Section of the PPQ


GEITA05 Past Performance Questionnaire
Contract List
Logout
Return to Questionnaire menu for Project X
Part 2 - Performance Rating
Please provide your opinion of the contractor's performance for the following statements. The narratives, although optional, are crucial to the government's evaluations of past performance.
Ratings Definitions
Text boxes are limited to 255 keystrokes.
1
How well did the contractor obtain and maintain sufficient technical exp
to successfully perform on this contract.
Exceptional
Very Good
Satisfactory
Marginal
Unsatisfactory
Why?
2
How well did the contractor proactively manage cost, schedule, perform
and risk on this contract?
Exceptional
Very Good
Satisfactory
Marginal
Unsatisfactory
Save
Raings - Microsoft Internet Ex...
Exceptional - Performance meets contractual requirements and exceeds many requirements to the Government's benefit. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
Very Good - Performance meets contractual requirements and exceeds some requirements to the Government's benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

- Save function allows respondents to complete questionnaire in multiple sessions

Sample - Questionnaire Complete

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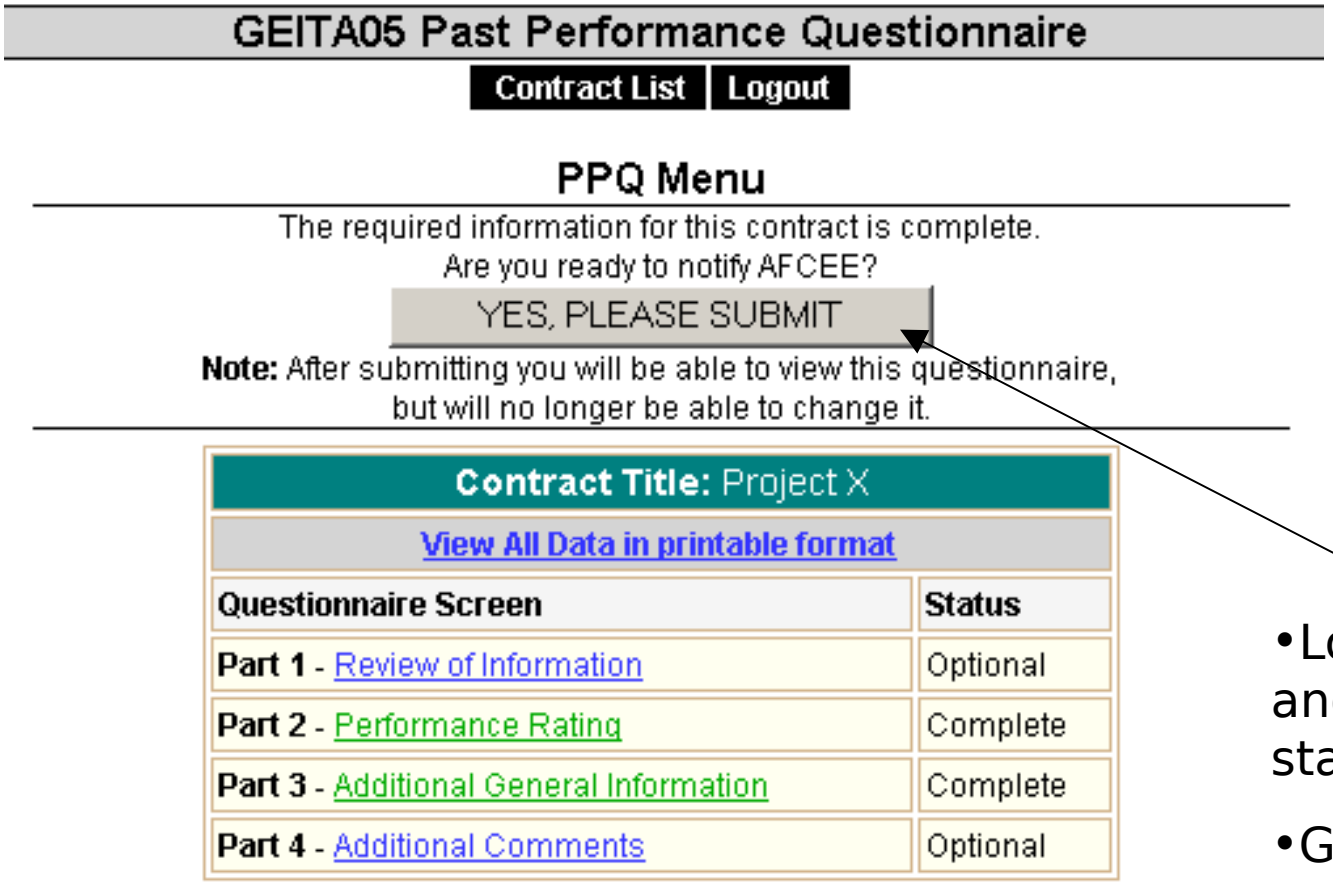
GEITA05 Past Performance Questionnaire
Contract List
Logout
PPQ Menu
The required information for this contract is complete.
Are you ready to notify AFCEE?
YES, PLEASE SUBMIT
Note: After submitting you will be able to view this questionnaire, but will no longer be able to change it.
Contract Title: Project X
View All Data in printable format
Questionnaire Screen
Status
Part 1 - Review of Information
Optional
Part 2 - Performance Rating
Complete
Part 3 - Additional General Information
Complete
Part 4 - Additional Comments
Optional

- Locks in data and updates status.
- Generates email to Offeror alerting them of completion.

Example - Updated Status

GEITA05 Past Performance Questionnaire

Logout

Your List of Contracts

Select the Questionnaire you want to complete.

Below is the list of contracts on which you have been identified as a reference. Please click on the contract you are ready to evaluate. There are four parts to each questionnaire:

Part 1 - Review of Information
Part 2 - Performance Rating
Part 3 - Additional General Information
Part 4 - Additional Comments

When you have completed all four parts a 'Submit PPQ' button will appear at the top of the 'PPQ Menu' page. Upon submission, your questionnaire will be sent to the GEITA05 source selection team for evaluation. The submitted column below will automatically update, reflecting submission of the PPQ.

Requesting Company	Contract Title	Contract Number	Submitted
Test Co	Project X	789-646464-4444	Yes

Example - Email Message sent to Offeror

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CENTER
FOR ENVIRONMENTAL EXCELLENCE
BROOKS CITY-BASE TEXAS

Monday, May 10, 2004

311 HSW/PKVAB
3300 SIDNEY BROOKS
BROOKS CITY-BASE, TX 78235-5112

Dear Angelica Armenta,

This is your notification that a Past Performance Questionnaire (PPQ) on contract Project X, has been submitted to AFCEE.

Tracking ID Number: 992

Questions

U.S. AIR FORCE

Wrap-Up

- We are in the acquisition strategy phase and everything is subject to change
- Changes to the draft RFP and SOW should be out within the next two weeks
- All inquiries should be directed to the HERC CO or submitted via the HERC website
- One on One sessions

Questions